



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

11/30/10

To: All CTAC Plan Submittal Customers

From: Tim Taylor, CTAC, RTAC, & RDS Manager

Reference: Contractor Authorization for permitting

To ensure that we remain good stewards of our customer's accounts, we are implementing the fee policy that is currently in place for the OnSchedule and Express plan review process. Anyone submitting a project for CTAC plan review other than the contractor listed on the permit application will need to have the following information:

- Letter of authorization from the General Contractor listed on the permit. It should identify the project name, address, and active Mecklenburg County bond account number. It should state they wish to have the charges for the permit and related review fees placed on their account.
- The authorization letter should have the name of the principle of the company, or a person that has authority to charge their account. It should have the address and phone number of the person authorizing the charge, so if there are any questions, we can contact them for verification.
- This letter may be a hard copy or sent via e-mail.

This policy will be implemented January 3, 2011. During the interim, we will accept the project without the Letter of Authorization; however we will not start the review until we receive it.

If you would like to request any further information regarding the process, please feel free to contact us at 704-336-8820.